

## **Minutes**

### **Community Preservation Committee**

**DATE:** Wednesday March 21, 2007  
**TIME:** 7:00 PM  
**PLACE:** City Council Chambers, 212 Main Street (BEHIND City Hall)

Members Present: John Andrulis, Donald Bianchi, Jack Hornor, Chris Kennedy, George Kohout, C. Mason Maronn, and Paul Waterman

Staff Present: Wayne Feiden

The first Community Preservation Committee opened at 7:00 PM.

**Introductions:**—The Committee started with introductions

**Discussion of committee responsibilities:** CPC committee discussed:

- The basic outlines of the CPA law
- The need to ensure that money is properly and effectively spent
- The need to maintain committee independence, and the different roles the committee would have.
- The importance of a public comment period at each meeting/
- There was some discussion, with no final agreement, as to how quickly the committee should move forward on getting ready to accept applications.
- The requirements on how CPA money be divided and the benefits of at least some projects that cut across area lines.
- The potential to draw on existing plans (e.g. Sustainable Northampton and Open Space and Recreation Plan) in the CPC's own planning efforts.

**Public comment period:**

- Fran Volkman said she was very pleased to see the CPC started and stressed the need for administrative help, an open public process with a web presence, public sessions as discussions (not hearings), and the need to prioritize efforts for really important projects.
- Michael Cody seconded Fran Volkman's advocacy of a web site presence.

**Election of Officers:**

Mason Maronn nominated Chris Kennedy as chair and Jack Hornor as vice chair.  
George Kohout nominated Jack Hornor as chair and Chris Kennedy as vice chair.

With no further nominations, each candidate spoke briefly. The committee voted 4-3 to elect Jack Hornor as chair. The committee voted 7-0 to elect Chris Kennedy as vice chair.

Jack Hornor then took up the position of chair and spoke briefly thanking the committee members and outlining the charge.

### **Regular meeting schedule**

The CPC set the third Wednesday of each month as their regular meeting time.

### **Staffing**

The committee discussed the administrative, fiscal, and professional responsibilities that they needed staff for. There was discussion of independent staffing services, consultant staffing services, and Office of Planning and Development staffing services.

Jack Hornor mentioned non-staff costs, such as \$2,500 dues to the Community Preservation Coalition, assuming the CPC wants to join.

Chris Kennedy moved and John Andrulis seconded that they request City Council appropriate 5% of the CPA funding into an administrative fund to be spent as necessary by the COC.

Don Bianchi, Paul Waterman, and Jack Hornor suggested the need for a budget being prepared before going to City Council. At Jack Hornor's suggestion, Chris Kennedy and John Andrulis withdrew their motion pending further research.

CPC asked Wayne Feiden to submit a proposal on the Office of Planning and Development's ideas for how OPD could staff the committee.

### **Review of open meeting law and public records law**

Wayne Feiden briefed the CPC on their responsibilities under open meeting law:

- Post meetings
- Open meetings except for very narrow circumstances of executive session, as specifically allowed by law, during land negotiations.
- No email deliberations or discussions

Wayne Feiden briefed the CPC on their responsibilities under public records law:

- All documents are open and available for public inspection and must be saved in a public government place.
- All email must be open and available for public inspection and must be saved in a public government place.
- All email should be copied to a public email account that is automatically archived.
- The moment records are made (email or paper) they are public so no delay on public access is allowed.

### **Future meetings**

Upon motion by Paul Waterman and second by John Andrulis, the CPC voted to set aside time for public comments at each meeting.

The CPC agreed to plan the study process and possibly plan public hearing date(s) at their next meeting.

There was a brief discussion of how to address press inquiries. The consensus was that each member should feel free to speak for themselves, but should refer questions of “official” CPC position to the Chair, or in his absence, the Vice Chair.

Upon motion by John Andrulis and second by Paul Waterman, the CPC voted unanimously to adjourn at 9:03 PM.

*Respectfully submitted, Wayne Feiden*